

## Interviewing for Success

You will discover how to effectively prepare and dress for the type of position you are applying for.

You will review different types of questions that may be asked in an interview and the best ways to respond.

## Success on the Job

It's the little things that count; getting to work on time, how to dress, what to say, and meeting deadlines.

You will learn techniques to achieve maximum success and how to move up within a company.

The Ultimate Job Search will help make you a valuable team player and ensure that you are successful on the job.

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**americanjobcenter**  
network



### Includes Special Job Search Tips for:

- Older Job Seekers
- Job Seekers with a Disability
- Job Seekers with a Criminal Record

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### Offered in a four-part series

Mondays and Thursdays

starting at 10:00 am

Class size is limited,

**Registration is required!**

Call 883.7880

Certificate awarded upon successful  
completion.

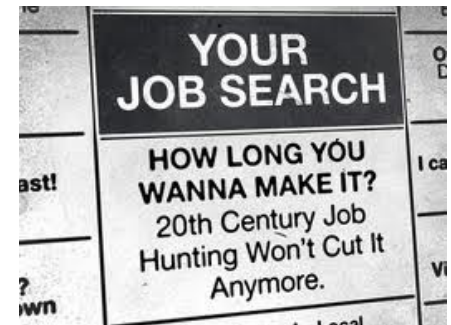


## PRESENTING...

FROM THE  
NATIONAL LEARNING CENTER -  
UNIVERSITY OF COLORADO - DENVER

## The Ultimate Job Search

*for the 21st Century*



Offered by

### Lake County Job Service

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## Overview

The goal of the Ultimate Job Search is to emphasize the importance of getting your job search started on the right path.

The more you prepare prior to beginning your job search, the more effective it will be and you will have a better chance of finding suitable employment.

## Job Search Techniques

You will learn to identify your skills and areas of interest. Covered job search techniques will include utilizing networking contacts and successfully completing various *applications*.

You will be able to choose which type of *resume* is best for you, target the resume for the position you are applying for, and write a winning *cover letter*.

## Topics Covered in the Ultimate Job Search

### Starting the Job Search

- Skill Identification
- Work Preferences
- Financial Management
- Job Search Portfolio
- Elements of the Job Search
- Stress Management

### Job Search Techniques

- Networking
- Research
- Job Applications
- Applying Online
- Want Ads
- Career Websites
- Job Fairs/Temporary Employment

### Writing Effective Resumes

- Resume Formats
- Resume Guidelines
- Electronic Resumes
- Cover Letters

### Interviewing with Confidence

- First Impressions
- Preparing for the Interview
- The Interview
- Following up

### Success on the Job

- First Day
- Work Habits
- Teamwork
- Supervisors
- Customers



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*Auxiliary Aids and Services are available upon request to individuals with disabilities.*